

INSTRUCTIONS FOR COMPLETING THE REGISTRATION AND DISCLOSURE REPORT

Pursuant to Section 11-205.5(a), Hawaii Revised Statutes ("HRS"), any person making a contribution to any candidate, committee, or political party, and who has received, in any calendar year \$50,000 or more through a single contract from the State, or county shall register and report that fact to the Commission within thirty days of the date of the contribution or within thirty days of the date of the contract, whichever occurs later. All contributions made during the 12 month period prior to and after the date of the contract shall be reported.

The Registration and Disclosure Report shall contain the following information as prescribed in Section 11-205.5(b), HRS:

Section I

Section I (a)-Enter the Contractor's business name. (Note: Where there is a joint venture, consortium or other partnership arrangement, additional names can be added in Section V.)

Section I (b)-Enter the Contractor's business mailing address. Include city, state and zipcode. (Note: All correspondences from the Campaign Spending Commission will be sent to this address.)

Section I (c)-Enter the Contractor's business telephone number.

Section I (d)-Enter the Contact Person's full name.

Section II

Section II-Check to indicate whether this is a 30 Day or Supplemental Report. (Note: Checking the "30 Day" Report box indicates that this is an initial report filed after making a contribution and receiving a single contract of \$50,000 or more in any calendar year.)

The "30 Day" Report should include all contributions made during the 12 month period prior to the date of the contract.

Additional "30 Day" Reports are required at anytime during the calendar year only if additional contracts of \$50,000 or more have been received.

Checking the "Supplemental" Report box indicates that additional contributions have been made subsequent to the "30 Day" Report. Supplemental Reports are required even if no contributions have been made during the reporting period involved. See the Schedule of Reporting Dates for reporting periods and deadlines.

Section III

Section III, Column A-Enter the principals, officers or directors full name. (Note: Include attachment if additional space is needed. Section III is not required to be completed on the Supplemental Report unless there has been an amendment to the initial 30 Day Report.)

Section III, Column B-Enter the title or position of the individuals listed in column A.

Section IV

Section IV, Column A-Enter the State or County agencies full name. (Note: Include attachment if additional space is needed. List only those agencies whose single contracts are \$50,000 or more. Section IV is not required to be completed on the Supplemental Report unless there has been an amendment to the initial 30 Day Report.)

Section IV, Column B-Enter the contract identification number.

Section IV, Column C-Enter the date of the contract.

Section IV, Column D-Enter the amount of the contract. (Note: The amount should be \$50,000 or more from a single contract.)

Section IV, Column E-Enter the service performed or goods provided.

Section V

(List only Sub-Contractor's receiving sub-contracts of \$50,000 or more.)

Section V, Column A-Enter the Sub-Contractor's full name, street address, city, state and zipcode. (Note: Include attachment if additional space is needed. If your company was in a joint venture, consortium or similar partnership arrangement with a single contract of \$50,000 or more, include additional partners here. Section V is not required to be completed on the Supplemental Report unless there has been an amendment to the initial 30 Day Report.)

Section V, Column B-Enter the date of the sub-contract.

Section V, Column C-Enter the amount of the sub-contract. (Note: The amount should be what portion the Sub-Contractor received from a single contract of \$50,000 or more.)

Section V, Column D-Enter the service performed or goods provided.

Section VI

Section VI, Column A-Enter the date of the contribution. (Note: Include attachment if additional space is needed.)

Section VI, Column B-Enter the full name, street address, city, state and zipcode of the candidate, noncandidate committee or political party.

Section VI, Column C-Enter the amount of the contribution.

Section VI, Column D-Enter the aggregate election period total to date amount for the contribution.

Election Period

-Two-year office candidates-The two-year period between general election days.

-Four-year office candidates-The four-year period between general election days.

-Noncandidate committees and political parties-The two-year period between general election days.